

CHAPTER 3 EXAMINATION

193F—3.1(543D) Types of appraiser certificates. There are two types of appraiser certificates:

1. Certified residential real property appraiser certificate, which classification shall consist of those persons who meet the requirements of 193F—5.1(543D).

2. Certified general real property appraiser certificate, which classification shall consist of those persons who meet the requirements of 193F—6.1(543D).

In addition, the board registers persons who meet the requirements of an associate real property appraiser pursuant to 193F—4.1(543D).

193F—3.2(543D) Examinations. Examinations for certified residential real property appraisers and certified general real property appraisers shall be AQB-endorsed and administered by the board or its authorized representative as often as the board deems necessary, but not less than one time per year.

3.2(1) Disclosure of confidential information. Members of the board shall not disclose a final examination score to any person other than the person who took the examination. Persons who take the examination may consent to the publication of their names on a list of passing candidates.

Other information relating to the examination results, including the specific grades by subject matter, shall be given only to the person who took the examination, except that the board may:

a. Disclose the specific grades by subject matter to the regulatory authority of any other state or foreign country in connection with the candidate's application for a reciprocal certificate or license from the other state or foreign country, but only if requested by the candidate.

b. Disclose the specific grades by subject matter to educational institutions, professional organizations, or others who have a legitimate interest in the information provided in conjunction with the scores.

3.2(2) The board shall enter into a contractual relationship with a qualified testing service to develop and administer AQB-endorsed examinations and shall maintain control over the examination process.

3.2(3) Any contract to implement subrule 3.2(2) shall require the testing service to:

- a.* Update the examination on a continual basis;
- b.* Ensure that the examinations are related to appraiser classifications;
- c.* Adequately inform applicants of the procedures and requirements for taking the examinations; and
- d.* Prepare and administer the examinations.

Failure to meet these requirements may be cause for cancellation of any contractual relationship, and such failures, if any, shall be determined solely by the board.

3.2(4) An applicant will not become eligible to apply for certification until the applicant has passed the examination approved by the board and complied with the appropriate experience requirement.

193F—3.3(543D) Conduct of applicant.

3.3(1) Any individual who subverts or attempts to subvert the examination process may, at the discretion of the board, have the individual's examination scores declared invalid for the purpose of certification in Iowa, be barred from the appraisal certification examinations in Iowa, or be subject to the imposition of other sanctions that the board deems appropriate.

3.3(2) Conduct that subverts or attempts to subvert the examination process includes, but is not limited to:

a. Conduct that violates the security of the examination materials, such as removing from the examination room any of the examination materials; reproducing or reconstructing any portion of the examination; aiding by any means in the reproduction or reconstruction of any portion of the examination; selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered examination.

b. Conduct that violates the standard of test administration, such as communicating with any other examination candidate during the administration of the examination; copying answers from another candidate or permitting one's answers to be copied by another candidate during the examination; referencing any books, notes, written or printed materials or data of any kind, other than the examination materials distributed.

c. Conduct that violates the examination process, such as falsifying or misrepresenting educational credentials or other information required for admission to the examination; impersonating an examination candidate or having an impersonator take the examination on one's behalf.

3.3(3) Any examination candidate who challenges a decision of the board under this rule may request a contested case hearing pursuant to 193—7.39(546,272C). The request for hearing shall be in writing, shall briefly describe the basis for the challenge, and shall be filed in the board's office within 30 days of the date of the board decision that is being challenged.

193F—3.4(543D) Application for certification. Applicants for certification or associate registration must successfully complete the appropriate examination.

3.4(1) All initial applications for certification or associate registration shall be made on forms provided by the board.

3.4(2) A certificate or associate registration shall contain the applicant's name, appraiser classification, Iowa certificate number and the signature of the board chairperson and vice chairperson.

3.4(3) An initial certificate shall not be issued until the applicant has demonstrated real property appraiser experience complying with Iowa Code section 543D.9 and rules 193F—5.2(543D) and 193F—6.2(543D).

3.4(4) There is no time limit within which qualifying education credit must be obtained; however, if the coursework is over five years old from the date of application, the applicant may be required to provide a brief description of the course as well as documentation of completion.

These rules are intended to implement Iowa Code section 543D.8.

[Filed 8/1/91, Notice 5/29/91—published 8/21/91, effective 9/25/91]

[Filed 12/12/95, Notice 10/25/95—published 1/3/96, effective 2/7/96]

[Filed 12/22/97, Notice 11/5/97—published 1/14/98, effective 2/18/98]

[Filed 2/1/02, Notice 11/28/01—published 2/20/02, effective 3/27/02]